

REQUEST FOR PROPOSALS
State of Minnesota
Minnesota Department of Public Safety (DPS)
Driver and Vehicle Services Division (DVS)
Staff Augmentation for Replacement of Legacy Driver's License and Motor
Vehicle Information Systems

Project Title: MNLARS Project

Project Skill Categories: Project Manager – Business and Data Analysis

Issued By

Minnesota Department of Public Safety (DPS)

Office of Technology & Support Services (OTSS) and Driver and Vehicle Services (DVS)

Questions for Project:

1. Q: What is the budget for the MNLARS Project Management Staff Augmentation contract?

A: The funding source for this project is the collection of a technology fee provided for by the Minnesota Legislature in its 2008 Supplemental Budget Session. See HF 1812, (supplemental appropriations bill), Sections 6, 7, 8, and 9 and State funds.

2. Q: Is the MNLARS Project Management Staff Augmentation contract a Time and Materials contract?

A: Yes, this contract is a time and materials contract.

3. Q: What is the planned level of effort (i.e. 40 hour work week)?

A: It is anticipated that planned level of effort will be 40 hours per week. However, based on project needs, DPS may adjust the hours up or down.

4. Q: Will there be travel involved with this project?

A: DPS does not anticipate that selected vendor resource will be required to travel in order to perform the duties outlined in this RFP.

5. Q: Please provide the MNLARS project plan for review prior to proposal submission.

A: Currently, the MNLARS project is in Stage IIB of 4 stages with the Stage IV being ongoing operations. Please refer to the project stages below.

MNLARS Project Stages

The implementation of MNLARS is being accomplished in four stages, some of which will run concurrently.

Stage I

Stage I focused on developing the goals of the MNLARS project and to define the role of the Functional Requirements Vendor. This initial vendor was responsible for developing the overall requirements and vision of the MNLARS system by working with DVS staff and developing an RFP for the Functional Requirements Vendor.

Stage I concluded with the contracting of the Functional Requirements Vendor through the States' procurement process.

Stage II

Stage II commenced when DVS engaged the Functional Requirements Vendor to refine the project strategy and develop the MNLARS requirements and the RFP to procure the MNLARS System Vendor to design, build and implement MNLARS.

DVS engaged Mathtech, Inc. as the Functional Requirements Vendor and this RFP is the result of that effort. The completion of this procurement process will mark the end of Stage II.

Stage III

Stage III includes the design, build, and implementation of the MNLARS system. This will include the transition of operation from the existing systems to MNLARS. Stage III will commence upon the award of a contract pursuant to this RFP.

Stage IV

Stage IV will be the ongoing operations of MNLARS.

6. Q: Please confirm that the following resource skills/experience will be graded as pass/fail requirements:

1. Ten or more years as an IT Project Manager in a Public Sector Organization
2. Experience with State and/or Local Government

A: Yes. Proposed candidates must meet all minimum requirements.

7. Q: Does DPS already have a candidate under consideration to perform the duties outlined in this SOW?

A: No, DPS does not already have a candidate under consideration to perform the duties outlined in this SOW

8. Q: Is there an incumbent vendor currently providing the services outlined in this SOW?

A: Yes, there is an incumbent vendor currently providing the services outlined in this SOW.

9. Q: RFP states that candidate resumes are not to exceed three pages. Can DPS please clarify if the intent of this statement is to limit candidate resumes to three double-sided pages, or three single sided pages?

A: Please limit candidate resumes to three single-sided pages.

10. Q: Would DPS be open to eliminating the three-page limit to candidate resumes? The minimum qualifications require 10+ years experience in certain areas, and it can be difficult for Senior-level candidates to consolidate extensive years of project experience into three pages.

A: While we understand that some candidates may have numerous applicable work experiences, please summarize their work experience accordingly.

11. Q: Proposal Content section states that vendors must provide three references. Please confirm if DPS would like three client references for the individual resource(s) being submitted, or if DPS would like three client references for vendor submitting proposal.

A: DPS is requesting client references for the candidate the vendor is submitting.

12. Q: Proposal Content section states that vendors must provide three references, including contact person's name, phone number and address. Please confirm if DPS is requesting the physical address or email address of the person being used as a reference.

A: DPS is requesting the email address of the person being used as a reference.

13. Q: Response requirements section states that proposal must be provided in electronic submission. Please confirm if the electronic submission should include the cost proposal, or only the technical proposal.

A: Please refer to the Response Requirements section of the statement of work which states "*The technical portions of respondent's proposal (overview, resume and references for each person) must also be provided in electronic submission...*" The electronic submission should include just the technical proposal.

14. Q: Proposal content section states that vendors must provide one copy of the Cost Proposal. Please confirm that DPS expectation is for vendors to provide hourly billing rates for proposed resources, as per 902TS rate structure.

A: The expectation of DPS is for vendors to provide hourly billing rates for each candidate submitted.

15. Q: Will selected vendor resource be required to perform off-hours, on-call support work?

A: It is anticipated that planned level of effort will be 40 hours per week. The State's approved hours are between 7am and 6pm, Monday through Friday. However, based on project needs, DPS may adjust the hours up or down. Due to security reasons, work provided outside of the State's approved business hours and days must be authorized and approved by the State's authorized representative.

16. Q: What is the anticipated daily work schedule for selected vendor resource (8:00 AM to 5:00 PM, Monday thru Friday)?

A: Please refer to response to Question #15.

17. Q: Please confirm that anticipated utilization of selected resource will be 40 hours per week for the life of the contract (excluding State holidays)

A: Yes. It is anticipated that planned level of effort will be 40 hours per week. However, based on project needs, DPS may adjust the hours up or down.

18. Q: Proposal content section states that vendors must complete and include Attachment 2, Skills Matrix with their response, but there wasn't an Attachment 2 included in SOW. Could DPS please provide a Word version of Attachment 2 Skills Matrix?

A: The attachment was included as a link inside of the SOW – in the Proposal Content section, #4. Skill Matrix: “See Attachment 2”. However, DPS will gladly provide Attachment 2 Skills Matrix upon request as well.

19. Q: Does DPS anticipate that selected vendor resource will be required to travel in order to perform the duties outlined in this RFP?
If yes, how much travel is anticipated, and to where might the resources be required to travel?

A: Please refer to response to Question #4.

20. Q: Please confirm that selected resource will be working 100% on-site in the DPS office located at 444 Cedar Street, Suite 140, St. Paul, MN throughout the life of the contract.

A: Yes, all staff provided by vendor will work on-site in the DPS offices at 444 Cedar Street, Suite 140, St. Paul, Minnesota, throughout the life of the contract.

21. Q: Please confirm that DPS will provide selected vendor resource with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this RFP.

A: Yes, DPS will provide selected vendor resources with the necessary workspace, hardware, and software to perform the duties outlined in this RFP.

22. Q: I have all the required documents signed from awhile ago when we submitted a consultant for another project. Can I use these signed versions with dates from awhile back or do they all have to be signed with a June 2010 date?

A: The documents all have to be signed with a June 2010 date. Each solicitation requires respondents to complete the required forms, attesting as of the date they submit their response that they are in compliance as of the date they submit their response.

23. Q: Required Skills includes “Ten or more years as an IT Project Manager in a Public Sector organization” If a candidate has 10 or more years as an IT Project Manager working on Public Sector projects for a private sector company will this qualify the candidate?

A: Yes, if a candidate has 10 or more years as an IT Project Manager working on Public Sector projects for a private sector company, this will this qualify the candidate for this position.

24. Q: When is the anticipated Start Date and End Date for this contract?

A: Work is anticipated to begin on or about July 12, 2010 and continue through June 30, 2012

25. Q: What is the anticipated annual budget for this position?

A: Please refer to response to Question #1.

26. Q: Is there an incumbent candidate?

A: Please refer to response to Question #8.

27. Q: The SOW describes this work as “Project Manager – Business and Data Analysis”

- a. What percentage of this role is seen as management (getting work done through others on the team); vs.
- b. What percentage of this role is seen as the individual performing the analysis (data modeling, process modeling, facilitation, redesign, evaluating solutions, etc.)?

A: On average, the role is 50% management, 50% analysis.

28. Q: Can you clarify the envisioned project team structure? Specifically is it envisioned DPS will provide full or part-time people to play the following roles:

- a. Project Sponsor
- b. Project Manager
- c. Lead Business Analyst
- d. Other Business Analyst(s)
- e. Technical Analyst(s)
- f. Tester(s)
- g. Subject Matter Experts

A: Currently, it is understood that DPS will provide all of the above roles as needed.